



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING



## Lobby Electronic Filing Program

The Michigan Department of State's Bureau of Elections is pleased to announce the Lobby Electronic Filing Program or "e-Lobby." This new program allows those registered under Michigan's Lobby Registration Act to file the Lobby Financial Report Summary and amendments to the Report online through an Internet form. It's fast and easy to use.

### **Features of e-Lobby**

**Cost-Free.** There are no fees or charges associated with online filing.

**Paperless.** No paper copies are required; just submit your information online.

**Receipt of Filing.** You will receive verification that your filing has been received email with a copy of your report attached. You can also check our website to further confirm the receipt of the filing.

**Convenient.** File from the convenience of your home or office.

**Secure.** The latest technology in transmitting secure information over the Internet.

**Accurate.** The system has been built with edits that help you accurately complete the forms. This will reduce your chances of receiving a Notice of Error or Omission due to an error or problem with your filing.

### **How to Use e-Lobby**

**Register to Use e-Lobby:** File the Lobby Registration form. ***The Lobby Registration Form must be filed on paper and cannot be filed electronically at this time.*** Note that the Lobbyist and Lobbyist Agent forms have been combined into one convenient form. The only items you need to fill out are Item 1-the registrant's name, Item 2- identification number and Item 3-type of filing. The form must be signed. Read the verification statement carefully, as it provides the certification statement for filing electronically. You may amend any additional items that you choose.

**Obtain a Password:** A unique password is needed for each registrant that wants to file electronically. Go to [www.Michigan.gov/sos](http://www.Michigan.gov/sos), click on "Elections in Michigan," click on "Lobby Disclosure" and then click on "Password Request." Provide the information requested and hit the "Assign it" button. You will receive an email message that contains the unique password for the registrant. While the passwords do not expire, a new password for each registrant can be requested once per day.

Each time a new password is requested, you will receive a postcard notification at the mailing address listed in our records informing you that the password has been updated.

### **Filing the Lobby Financial Report Summary Electronically**

Filing electronically is fast and easy.

Go to [www.Michigan.gov/sos](http://www.Michigan.gov/sos), click on "Elections in Michigan," click on "Lobby Disclosure," e-Lobby Electronic Filing Program," and then click "Click here for the e-Lobby Program". Bookmark this page for easy access the next time you need to file.

Provide the identification number, password and other information requested and hit the "Log-in" button to open the application.

e-Lobby is modeled after the form used to file on paper. Some of the information, such as the address and name, will be supplied for you. Complete the required fields and hit the "Submit" button.

You will then be asked to re-enter your password. Once you have done this, your filing will be sent to the Bureau of Elections. You will receive a confirmation number and a copy of the report in an email and your information will be ported to our Web site within 5 minutes.

### **Questions?**

If you have any questions, please phone us at (517) 373-2540 or write us at the address below.

Michigan Department of State  
Bureau of Elections  
Post Office Box 20126  
Lansing, Michigan 48901-0726

The following address is provided should you wish to visit our office or use an overnight delivery service.

Michigan Department of State  
Bureau of Elections  
430 W. Allegan Street  
1<sup>st</sup> Floor Richard H. Austin Building  
Lansing, Michigan 48918

**Web site:** <[www.Michigan.gov/sos](http://www.Michigan.gov/sos)>